

POSITION TITLE:	Business Development Lead		
REPORTS TO:	Senior Manager – Business Development		
POSITION CLASSIFICATION:	Fixed Term, Part Time		
AWARD/CERTIFIED AGREEMENT	Social, Community, Home care and Disabilities Award 2010 and CMY Collective Agreement 2015-2018 or any replacement agreement.		
LOCATION:	Carlton	APPROVED BY:	James Wynd
SALARY:	SCHADS Level 6 plus: <ul style="list-style-type: none"> • Access to salary packaging • Superannuation at 10% • Annual leave loading • Generous entitlements including cultural leave options and flexible work arrangements 	LAST UPDATED:	July 2021

About CMY

The Centre for Multicultural Youth (CMY) is a not-for-profit organisation based in Victoria, providing specialist knowledge and support to young people from refugee and migrant backgrounds. Our vision is that young people from migrant and refugee backgrounds are connected, empowered and influential Australians. Through a combination of specialist support services, training and consultancy, knowledge sharing and advocacy, we are working to create a society where multicultural young people are connected and can fully reach their potential.

POSITION SUMMARY:

The ideal candidate will have previous Business Development or Partnership Management experience, ideally from within a Not-For-Profit setting. You will have a strong drive to grow and develop service areas and enjoy developing both existing and new relationships. A natural communicator, you will have a knack for identifying new business opportunities and are able to build strong credibility and trust both internally and external with stakeholders and partners. Managing strategic relations you will develop an effective strategy to cultivate relationships with corporate partners and foundations that result in long term collaboration and sustainable funding. Collaborating with CMY's program managers the Business Development Lead will identify new areas of growth and provide specialist support to the development of these initiatives. The goal is to drive sustainable financial growth through innovative service offerings and forging strong relationships with strategic stakeholders.

JOB RESPONSIBILITIES:

- Development and implementation of a CMY youth employment business strategy that is sustainable and successfully provides pathways for multicultural young people to enter the workforce.
- Establish new partnerships and services through existing strategic relationships with external funding bodies and supporters to create financial growth to increase opportunities for multicultural young people.
- Support the Senior Manager to execute and track CMY's business growth strategy
- Assist CMY business units to identify new business opportunities by researching, analysing and scoping new business ideas.
- Produce high quality clear business proposals within tight timeframes;
- Develop and maintain a funding / grant database and tracking system, including but not limited to, submission dates, key deadlines for various funding sources and managing associated actions;
- Collaborate with CMY's program managers on the development of strategies to strengthen organisational outcomes.

Role Competencies	Responsibilities
Strategy	<ol style="list-style-type: none"> 1. Lead the strategic development for portfolio area. 2. Report to the executive and senior management on evidence based needs, service demand and trends to help inform strategic planning and community response. 3. Implement strategy through operational plans with clear priorities and KPIs.
Operational Management and Team leadership	<ol style="list-style-type: none"> 1. Prepare reports, briefs and papers for the Senior Manager for various audiences including but not limited to the CMY Executive, Board, government bodies and other partners 2. Support Business Development by contributing to and/or leading funding proposals, fundraising strategies and events 3. Financial monitoring of business growth 4. Be a change champion to ensure CMY's goal of developing an integrated, agile organisation is achieved
Strategic Partnerships	<ol style="list-style-type: none"> 1. Promote and maintain positive relationships with internal and external stakeholders including funding bodies, community and agency partners 2. Represent CMY on committees, forums and networks as required
Communications	<ol style="list-style-type: none"> 1. Contribution to and participation in effective internal communication channels to meet organisational needs 2. Be responsible for the consistent organisational 'voice' and CMY branding when representing CMY
CMY Policy & Procedures Framework	<ol style="list-style-type: none"> 1. Ensure staff awareness, training and compliance in policy and procedures 2. Contribute to organisation quality assurance and risk management policy and procedures and ensure that these are effectively implemented in the portfolio area of responsibility 3. Abide by the policies and procedures of CMY and operate within the Code of Conduct
Personal Effectiveness	<ol style="list-style-type: none"> 1. Perform all tasks in line with CMY values of Participation, Diversity and Human Rights 2. Consistent with the strategic directions of CMY carry out all other duties as directed by senior management. 3. An analytical and problem-solving mindset, paying attention to detail 4. Continuous improvement mindset with the ability to recommend process improvements for efficiency and effectiveness 5. Commitment to CMY purpose and values.

KEY SELECTION CRITERIA:

1. Demonstrated experience identifying and developing appropriate pipeline of business opportunities with philanthropic trusts and a broad range of government and non-government partners;
2. Proven track record in community and/or the not for profit sector, with particular focus on development of a growth strategy and securing funding and/or independent income opportunities;
3. Demonstrated experience in preparing and writing successful proposals and submissions that will strengthen CMYs sustainability and business development opportunities.
4. Develop and maintain strategic partnerships with communities, service providers and government and non-government stakeholders. , Demonstrated ability to build and leverage relationships across multi-functional or multi-disciplinary teams in order to achieve agreed objectives
5. Strong organisational and time management skills with the ability to multi task and prioritise
6. High level of negotiation and influencing capability

QUALIFICATIONS:

- Tertiary qualifications in a relevant discipline (i.e. social sciences, community development or education, project management) and substantial work experience in a relevant role (>3 years).

DESIRABLE:

- Business Development background

ADDITIONAL INFORMATION:

- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Child Checks, and child safety focused referee checks;
- Applicants must have the right to work in Australia;
- CMY is an Equal Opportunity Employer;
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S;
- This role at times may require a capacity to work flexible hours; and
- A current driver's license is required.

GENERAL REQUIREMENTS:

- Demonstrate CMY values and behaviours Participation, Diversity and Human Rights;
- Comply with the Employee Code of Conduct;
- Comply with CMY policies, procedures and regulations; and
- Consistent with the strategic directions of CMY carry out all other duties as directed.

CMY KEY OBJECTIVES AND ACTION STRATEGIES:

- **My Community**
Young people are *connected, belong and contribute* to their families and the community.
- **My Journey**
Young people are *empowered to access opportunities* and actively shape their own futures.
- **My Voice**
Young people are *understood, accurately represented and influential*.
- **My CMY**
CMY is a strong partner and recognised leader in working with diverse young people.

I have read, understood and approve the above position description:

Senior/ Executive
Manager Name

Senior/Executive Date /..... /.....
Manager Signature

I have read, understood and accept the above position description:

Employee Name

Employee Signature Date /..... /.....